

HOME BUSINESS LICENSE APPLICATION

Send all completed and properly signed forms (including attachments as necessary) along with applicable licensing fees to: West Valley City, Business Licensing, 3600 S. Constitution Blvd., West Valley City, UT 84119 (TELEPHONE: 963-3290).

Section 1: Business Information			
Name of Business:		Parcel No.	
Location of Business:		Apt/Suite No.	
City:	State:	Zip Code:	
Business Telephone:	Business Fax:	Email:	
Business Contact Person:		Direct Telephone:	
Property Owner Name:		Telephone:	
Section 2: Owner Information			
Business Owner(s): <i>(use additional sheets if necessary)</i>			
Owner Address:		Apt/Suite No.	
City:	State:	Zip Code:	
Owner Telephone:	Owner Birth Date:	Owner S.S. #:	
Section 3: Business Mailing Address: <i>(This is the address where all license and renewal forms will be sent)</i>			
<input type="checkbox"/> Same as Section 1	<input type="checkbox"/> Same as Section 2	<input type="checkbox"/> Send all correspondence to:	
Type of Organization: <i>(include copies of the first page of filed Articles of Incorporation or Organization, if applicable)</i>			
<input type="checkbox"/> Corporation; <input type="checkbox"/> LLC; <input type="checkbox"/> LP; <input type="checkbox"/> Partnership; <input type="checkbox"/> Sole Proprietor; <input type="checkbox"/> Other:			
DBA #:	State License # (if applicable):		
Sales Tax #:	Federal Tax #:		
Projected Opening Date for Business:			
Detailed Description of Business:			
<p>This form is an application for a business license; the actual license will be issued only when all inspections have been approved. All information must be accurately completed or the issuance of a license will be delayed. It is a Class "B" Misdemeanor to own or operate a business in West Valley City without a current business license. I/We hereby agree to conduct said business strictly in accordance with the Laws and Ordinances covering such business, and swear under penalty of law that the information contained herein is true.</p>			
Signed by:		(Owner/Officer)	
Date:	Title:		



WEST VALLEY CITY, BUSINESS LICENSING

3600 Constitution Blvd.
West Valley City, UT 84119
801 963-3290; Fax: 801 963-3541

CALCULATION OF FEE FOR BUSINESS LICENSE

1. **Base Fee** (see Fee Schedule below) _____ +
2. **Disproportionate Fee** (see Fee Schedule below): _____ +
3. **Inspection Fee:** *Required on **all new or relocated** businesses*
 - ☐ Inspection for a home business \$25.00 _____ +
4. **Employees:** (applies to all businesses)
\$6.00 x _____ (no. of all employees on payroll) = _____ +
5. **Vehicle Parking Stickers** \$.50 x _____ no. of stickers required = _____ +
(for delivery vehicles only)
6. **Alcohol License Fee** (each alcohol licenses is \$500 with the exception of private club license which is \$300) _____ +
- TOTAL DUE - Make checks payable to West Valley City:** _____ =

BUSINESS LICENSE FEE SCHEDULE

Business Description	Base Fee	+ Disproportionate Fee
All Home Business Licenses (except as described below)	\$50	-
Alcoholic Beverage Licensed Taverns and Clubs (does not include restaurants)*	\$310	\$1000
Other Alcoholic Beverage Licensed Businesses: Convenience Stores, Gas Stations and Grocery Stores*	\$310	\$1000
Department Stores & Shopping Mall Mgt Offices	\$310	-
Mobile Home Parks	\$310	\$52 x _____ # of pads = \$_____
Multiple Family Dwellings (structures designed, used or occupied as the home, residence or dwelling unit of four or more families living independently of each other). <i>Note: any structure(s) that houses less than four families (e.g., duplex) which has a separate address (on separate plots of land) is exempt from the disproportionate fee, but not the base fee.</i>	\$310	\$60 x _____ # of units = \$_____
Hotels and Motels	\$310	\$600
Pawnshops	\$310	\$500
Secondhand (Including Consignment) Shops	\$310	-
Solicitors License (valid within West Valley City only)	\$115	-
Sexually-Oriented Businesses	\$310	-

* Must also include fee for annual liquor license renewal (see line 6 above).

**West Valley City, Business Licensing Department
3600 South Constitution Blvd.
West Valley City, UT 84119**

Telephone: (801) 963-3290; Fax: (801) 963-3541

IMPORTANT NOTICE

**WEST VALLEY CITY
BUSINESS LICENSE DEPARTMENT**

Please be aware that you are NOT authorized to operate your business until you have received your business license from the **Business License Department**. State and local statutes require that several agencies inspect your establishment concerning health and safety issues. The inspectors are authorized to inspect for their department/division only; approval of any one inspector does not constitute approval of your business license.

Your license will be issued to you by the Business License Department only upon completion and compliance with the entire process.

Should you choose to operate your business prior to the issuance of a West Valley City Business License, you will be operating in direct violation of the Business License Ordinance and subject to DOUBLE LICENSE FEES, back fees and/or any other civil or criminal penalties as prescribed by law.

If you have any questions or need assistance, please call 963-3290, or come to the West Valley City Business License Department, West Valley City Center, 3600 South Constitution Blvd. (2700 West), West Valley City, UT 84119.

I HAVE READ AND UNDERSTAND THE ABOVE.

Signature of Applicant

Date

Business Name

MINOR HOME OCCUPATION APPLICATION

This form is reviewed by the Planning and Zoning Department; please be specific in your description of how you operate the business from your home.

Name: _____ Date: _____

Address: _____ Phone: _____

Business Name: _____

Describe the business and it's purpose: _____

Please check all of the following conditions for approval:

- " The area of the home devoted to the home occupation (including storage) shall not occupy more than 25% of the area of any one floor.
- " The home occupation shall not allow any employee or associate to come to the home (other than those that actually reside in the dwelling).
- " There are no more than two customers per hour coming to the home.
- " Equipment, materials and merchandise must be located entirely within the home. Garages and accessory buildings may not be used for storage or conducting the business.
- " Signage allowed includes a 2 square foot sign on the home and 4 square feet of signage on the vehicle. A trailer may have a sign up to 30% of the area of each side **or** 24 square feet on each side, whichever is less. No off-premise signs are permitted.
- " I am the home owner; this is my primary residence, and it is not in a mobile home park **OR**
- " I am renting the residence or my home is in a mobile home park – if this is the case, you must attach a letter from the property owner stating that they give their permission for you to operate your business from their property.
- " Only one vehicle can be used in conjunction with the business. The maximum size of the vehicle that will be approved will be a standard pick up truck (1 ton). The vehicle must be parked out of the front yard setback and must be compatible with the residential nature of the neighborhood. Tow trucks, tank trucks, delivery vans, etc. are not allowed in a residential zone. If you must have more than one vehicle or vehicles that are not allowed in a residential area, indicate where you store them and provide a letter from the owner of the storage site.
- " Vehicle Description (Make/Model): _____.
- " One trailer may be used in conjunction with the business. An enclosed trailer cannot exceed 20 feet in body length; and an open trailer cannot exceed 16 feet in body length. The trailer must be stored entirely on private property out of the front yard setback. If you must have more than one trailer or you have a trailer that is not allowed in a residential area, indicate where you store them and provide a letter from the owner of the storage site. Please indicate whether the trailer is open or enclosed (circle one) and the length of the trailer. If a trailer will not be used, please write N/A (not applicable) in the space below.
- " Trailer Make/Model: _____; Length (ft): _____ Open Closed

I agree to conduct the business in compliance with the above conditions. I have also received a copy of the Home Occupation ordinance and agree to abide by the provisions in the ordinance.

Signature of Applicant: _____

Complete Next Page

_____ Approved _____ Denied Planner: _____ Date: _____

Describe in your own words how your business will be operated. Specifically, you should indicate answers to the following:

1. If you provide a service, describe it and how it operates in your home. Storage of equipment is limited to the existing home and cannot be located within an accessory structure or the garage.
2. If you provide a product, describe where it is stored and how much room it will take up in your home. Storage of products is limited to the existing home and cannot be located within an accessory structure or garage.
3. Type (i.e., customers, deliveries) of additional traffic that is not associated with your home at the present time.

Chapter 7-8. Home Occupation Standards – Minor Home Occupation Defined. (1) A home occupation, major or minor, shall not be allowed unless it meets the following standards:

(a) A home occupation shall not be permitted that changes the outside appearance of the dwelling. No exterior architectural modifications shall be made expressly to accommodate the commercial use in the home, unless such modifications are required for reasons of health and safety.

(b) The home occupation may include the sale of commodities, however, the direct sales from display shelves are not allowed at the dwelling and products should be delivered to customers. Retail sales of products and services are allowed at the home with a maximum of two customers per hour.

(c) The area of the home devoted to the home occupation and/or storage of stock in trade shall not occupy more than 25 percent of the area of any one floor.

(d) The home occupation shall not involve the use of any yard space or activity outside of the residence, except where the use or activity is of the type that is customarily found in the residential neighborhood and where said use or activity does not adversely impact the residential nature of the neighborhood. Open storage in and storage or use of a garage is not allowed except for appropriate vehicle storage.

(e) Advertising signs shall conform to the Sign Ordinance and shall be attached to the dwelling, except for minimum mailbox identification. Window displays or exterior evidence, except a two-square foot sign advertising the home occupation, is not allowed, except that which is customarily found in a residential area.

(f) Only one vehicle may be used in association with the home occupation and shall be garaged or stored entirely on private property and not within the front yard of the dwelling. Off-street parking for the residents must be preserved in addition to the commercial vehicle. The vehicle used for the home occupation shall be limited to a maximum size of one-ton gross vehicle weight. A maximum of four square feet of signage will be allowed on the vehicle.

(g) One trailer may be used in association with the home occupation. Trailers allowed in conjunction with a minor home occupation are as follows:

i. An enclosed trailer with a body length of 20 feet or less. Materials shall not be stored on the outside of the trailer; or

ii. An open trailer with a body length of 16 feet or less.

The trailer shall be garaged or stored entirely on private property and not within the front yard of the dwelling. If the home is located on a corner lot, the trailer shall not be stored on the street side of the house unless it is out of the required 20-foot setback. The trailer may have a sign that covers up to 30% of the area, or 24 square feet, whichever is less, of each side. The trailer must be well maintained and must not present negative impacts for adjacent neighbors including, but not limited to, odors, dust, sounds, or parking location.

(h) The home occupation shall not allow employees coming to the home other than those living in the dwelling.

(i) Explosive or combustible materials shall not be stored for a home occupation. The home occupation shall not unreasonably disturb the peace and quiet of the neighborhood including, but not limited to, interference of radio, television or other electronic reception by reason of design, materials, construction, lighting, odor, dust, sounds, noise, vibrations, vehicles, parking and general operation of the business.

(j) Promotional meetings for the purpose of selling merchandise or taking orders shall not be held more than once per month.

(k) Garage, basement, yard or other similar sales shall not be allowed more than four times each year, and each sale shall not last more than 72 hours.

(l) All home occupation shall be conducted only between the hours of 6 a.m. and 10:00 p.m.

(m) There shall be complete conformity with all City and State codes, including business license regulations. Periodic inspections, as required by these codes, will be made as required by the type of home occupation.

(n) Home occupation licenses may be reviewed and revoked upon valid unresolved complaint. Inspections by City may occur as necessary to assure conformance with these regulations.

(o) Handicap persons can obtain a waiver through the Zoning Administrator to allow such persons to become self-sufficient.

(2) Home occupations which meet the above standards shall be defined as minor home occupations. Permitted minor home occupations include, but are not necessarily limited to, the following:

(a) Artist, authors, architectural services; (b) Barber shops and beauty shops; (c) Consulting services, craft sales; (d) Dance studio, aerobic exercise, music lessons, tutoring and general educational instruction, provided the number of students is limited to two at a time; (e) Direct sales distribution; (f) Data processing, computer programming; (g) Home crafts; (h) arden produce; (i) Janitorial; (j) Insurance sales or broker, interior design; (k) Mail order (not including retail sales from site) (l) Real estate sales or broker; and (m) Sales representative.